



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	Human Resources Specialist
3	<b>Posting Number</b>	PN# 103098
4	<b>Department</b>	Human Resources
5	<b>Division</b>	Selection Services
6	<b>Section</b>	N/A
7	<b>Reporting Location</b>	611 Walker, Garden Level
8	<b>Workdays &amp; Hours</b>	M – F, 8 AM -5 PM*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Performs professional recruitment activities for City of Houston departments ensuring compliance with employment policies and procedures. Responds to inquiries from the public and City department liaisons. Interprets policies and procedures. Conducts research and analyses to obtain information and prepare reports. Coordinates application processing and employment actions. Conducts employment and promotional exams. Represents the Human Resources department at job fairs and community events. Prepares, posts, and monitors job vacancies. Coordinates advertising to assist recruiting efforts. May coordinate related projects as assigned.

10 **WORKING CONDITIONS:**  
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS:**  
Requires a Bachelor's degree in Business Administration, Social Sciences, Liberal Arts or other related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS:**  
One year of related professional experience in personnel is required. Pertinent human resources experience at the professional level may be substituted for the educational requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**  
None

14 **PREFERENCES**  
Preference will be given to candidates with excellent communication skills and experience with MS Office products. Bilingual abilities a plus.

15 **SELECTION/SKILLS TESTS REQUIRED**  
None

16 **SAFETY IMPACT POSITION**    ☐ Yes    ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  

Salary Range – Pay Grade 17

\$992 - \$1,345 Biweekly      \$25,792 - \$34,970 Annually

18 **OPENING DATE**      February 16, 2005

19 **CLOSING DATE**      Open Until Filled

20 **APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.**

An equal opportunity employer